



**MS ACCESS 2000
- MACROS
INF1437**

PURPOSE:	This advanced class will continue the examination of the use of Macros within MS Access 2000, which will improve the development of forms, queries, and menus with features beyond those available with MS Access along.
LEARNING OUTCOMES:	Upon completion of this course employees will be able to design MS Access forms, queries, menus, command buttons, etc., to make the use of these easier to follow with less training.
CONTENT:	Topics include: <ul style="list-style-type: none">• Creating Macros• Building Command Buttons• Assigning Macros to other Objects• Query References• Form References• Calendar Object (Active X)• Building Switchboards
METHODS:	This course utilizes a combination of lecture with examples and “step-by-step” exercises that demonstrate the used of the various MS Access features.
LENGTH:	7 hours / 1 session
AUDIENCE:	Employees who have experience with MS Access and need to develop better “User-friendly” applications
PREREQUISITES:	Strong knowledge of and experience with MS Access.
CEU CREDITS:	0.7 CEU Credit